Govt. of Bihar
Rural Development Department
BIKHAR RURAL DEVELOPMENT SOCIETY (BRDS)
2ND FLOOR, RED CROSS BUILDING
NORTH GANDHI MAIDAN
PATNA-800001

Short Tender Notice

INVITATION FOR QUOTATIONS FOR SUPPLY/RENEWAL OF 1500(Approx.) DIGITAL SIGNATURE CERTIFICATE (DSCs)
FOR BRDS

Dear Sirs,

Sub: INVITATION FOR QUOTATIONS FOR SUPPLY/RENEWAL OF 1500(Approx.) DIGITAL SIGNATURE CERTIFICATE
(DSCs) FOR BRDS

1. You are invited to submit your most competitive quotation for Supply/Renewal of Digital Signature
Certificate(DSCs) for BRDS

2. The Bihar Rural Development Society (BRDS), an autonomous registered society under Rural Development
Department (RDD), Govt. of Bihar is one of the implementing agencies of the project. The Rural
Development Department (RDD) Government of Bihar is implementing several Centrally Sponsored
Schemes (CSS) including Mahatma Gandhi National Rural Employment Guarantee program (MG-NREGA),
RURBAN and Pradhan Mantri Awaas Yojana – Gramin (previously known as Indira Awas Yojana). These
schemes, programs and projects, at the State level, are managed by Bihar Rural Development Society
(BRDS), an autonomous organization under the aegis of Rural Development Department (RDD), intends
to apply part of the proceeds to eligible payments under the contract for which this invitation for quotations is
issued.

3. Important Dates and Times/Bid Document

3.1 Last Date & Time for
   Submission of Bids : 03.00 PM on 29/08/2020.
   Opening of bids : 03:30 PM on 29/08/2020.

3.2 Address see and Address at which
   Bid is to be submitted and Opened : Bihar Rural Development Society
   2ND FLOOR, RED CROSS BUILDING
   NORTH GANDHI MAIDAN PATNA-800001

Bidders may attend the opening of Bid.

3. Qualification criteria

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Criteria</th>
<th>Whether fulfilling criteria</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Bidders Circle/ Regional office at Patna</td>
<td></td>
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<tr>
<td>2</td>
<td>Bidder’s own Zonal/City office in Bihar(Count)</td>
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<td>3</td>
<td>CAs or RAs or Agents/ Franchises having work experience as provider of DSCs in which work through Digital Signature is essential</td>
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4. Work Details

The contract will have the following work scope:

DSCs are to be provided to District/Block officials related to MGNREGA/PMAY(G) viz. Two officials of each DRDAs i.e. Deputy Development Commissioner (DDCs), Directors of Accounts, four officials in every Blocks i.e. Programme Officer and MGNREGA Accountant for payments under MGNREGS and Block Development Officer and Block Accountant for IAY/PMAY(G) and two signatories of all other line agencies, as and when required.

a) DSCs should be provided within five days (working days) from the date of submission of the application to your local office at Patna, with the approval of the Fund Manager, BRDS or District Programme Coordinator cum District Magistrate/Additional Programme Coordinator cum DDC.

b) The company official would be responsible for installation of the DSC on the user computers, provide training, user manuals, troubleshooting, configuration of DSCs with respect to transfer/posting of officials, etc.

c) Replace of the faulty DSCs within three working days without charge and defective device replacement policy.

d) The procedure of usage of DCS would be demonstrated to the users.

e) Provide details of Validity of your contract with controller of Certifying Authorities.

f) Provide all related support for DSC to all levels as and when required.

g) The details of the DSC are:
   a) Category of Applicant: Government
   b) Class of Certificate Required: Class II
   c) Certificate Required: Individual (signing and Encryption)
   d) Certificate Validity: Two years from the date of issuance
   e) Renewal terms and condition
   f) Other terms and condition

h) Provide details of renewal policy and details of document(s) required, if any, along with procedure to renew the DSC issued by agency. Timeline for renewal after fulfilling the requirements should also be mentioned.

5 Bid Price

a) Interlineations, corrections, erasures and/or over-writings shall be valid only if duly initialed by the person or persons signing the bid.

b) Applicable GST must be clearly stated. All duties, taxes, freight, insurance, delivery charges and other levies payable by the contractor under the contract shall be included in the quoted price.

c) The rates quoted by the bidder shall be fixed for the duration of the supply and shall not be subject to adjustment on any account.
d) The Prices should be quoted in Indian Rupees only.
e) Taxes will be deducted at source, if applicable.
f) Service Tax in connection with the supply/service shall be shown separately.

6. Submission of Bids:
   a) A bidder shall submit only one quotation in a sealed envelope.
   b) The bidder must mention full detailed specification of the items quoted. Mere copying of the specifications mentioned by the purchaser or mentioning words like “complying” / ”compliable” is not sufficient.
   c) Envelope containing bids must bear on the cover itself, name of item bidding for, name and full address with phone numbers of the bidder.

7. Validity of Quotation
   Quotation shall remain valid for a period not less than two years after the deadline date specified for submission.

8. Evaluation of Quotations
   The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which
   (a) Are properly signed; and
   (b) Conform to the terms and conditions, technical specifications and qualification criteria.

9. Award of Contract
   The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who in the assessment / judgment and sole discretion of the BRDS, has technical and financial capability to execute the contract and has quoted the lowest price.

10.1 Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotation, to cancel the bidding process and reject part/all quotations at any time prior to the award of contract.
10.2 The bidder whose bid is accepted will be notified of the award of contract by the purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
10.3 The performance guarantee of Rs. 20,000(Twenty thousand only) in favour of CEO BRDS need to be submitted by the successful bidder either in form of FD with Scheduled Banks or DD/Bank Guarantee at the time of signing the agreement which will be discharged on the successful completion of the project.

11. Payment shall be made within 21 days (excluding Sundays and Holidays) after satisfactory supply/renewal of DSCs.

We look forward to receiving your quotations and thank you for your interest in this project.

(Sanjay Kumar Singh)
Joint Secretary
Annexure: A - Similar experience of completing the work.

Subject: Supply/Renewal of 1500(Approx.) Digital Signature Certificate(DSCs) for BRDS

Detail information regarding orders executed.
   a) Bidder should have to appropriately fill each column. Use extra sheet if the space below is insufficient.
   b) Enclose certified copies of the purchase order in chronology.

<table>
<thead>
<tr>
<th>Sl.</th>
<th>Reference to order no. and date for completion and delivery as per order</th>
<th>Amount of order</th>
<th>Name of the office/authority by which the order was placed</th>
<th>Date of completion of delivery of the order</th>
<th>Remarks</th>
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Authorized Signature of supplies with stamp

Date:
Place:
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<thead>
<tr>
<th>Schedule</th>
<th>Description of the goods</th>
<th>Quantity</th>
<th>Price for each unit (Rs.)</th>
<th>Total Price (Rs.)</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Unit rate including excise, customs duty (a)</td>
<td>(in figures)</td>
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<td>GST (b)</td>
<td>(in words)</td>
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<td>Any other incidental costs, etc. (c)</td>
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<td>Quoted Unit rate [a+b+c]</td>
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<td>1.</td>
<td>supply of Digital Signature Certificate with Token (DSCs)</td>
<td>01</td>
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<td>2.</td>
<td>Renewal Cost of DSC</td>
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**TOTAL**

**Note:** In case of discrepancy between unit price and total price, the unit price shall prevail.

Total bid price (in figures) Rs. __________________________
(in words) Rupees __________________________

We agree to supply the quality of the above goods in accordance with the technical specifications for a contract price quoted against each item within the period specified in the Invitation for Quotations.

Signature of Bidder: __________________________
Name: __________________________
Business Address: __________________________
Place: __________________________